Development
- Profile
- List → Building Detail → Add Buildings
- Address
- Contact → Development Contact Details

Building → Building Detail → Add Buildings

Unit
- Unit List → Unit Details
- Unit List → Add Unit
- Data Transfer
- Exceptions

Submission → Submit Unit Information

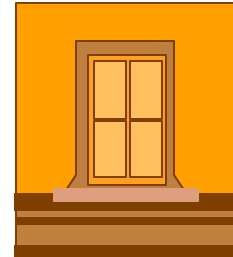**Approval** → HA Approval

Development

How Units Relate to Developments

A Development has **Buildings**

Buildings contain **Units**

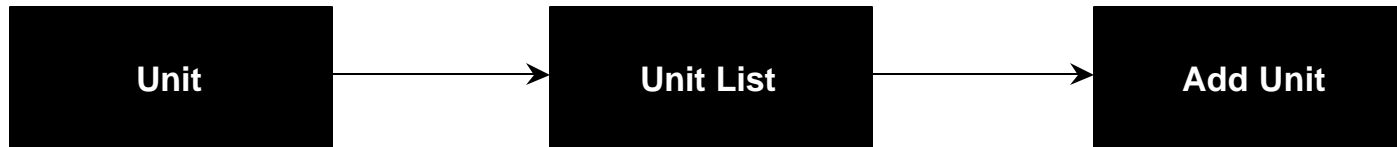A Unit has **Characteristics**

Development

Types of Developments

ACC for PFS

ACC Units

Non-ACC Units

Residential Units

Non-Residential (non-dwelling) Units

Facility

Family Unit

Elderly Unit

Merged Unit

PFS Eligible

Non-PFS Eligible

Development
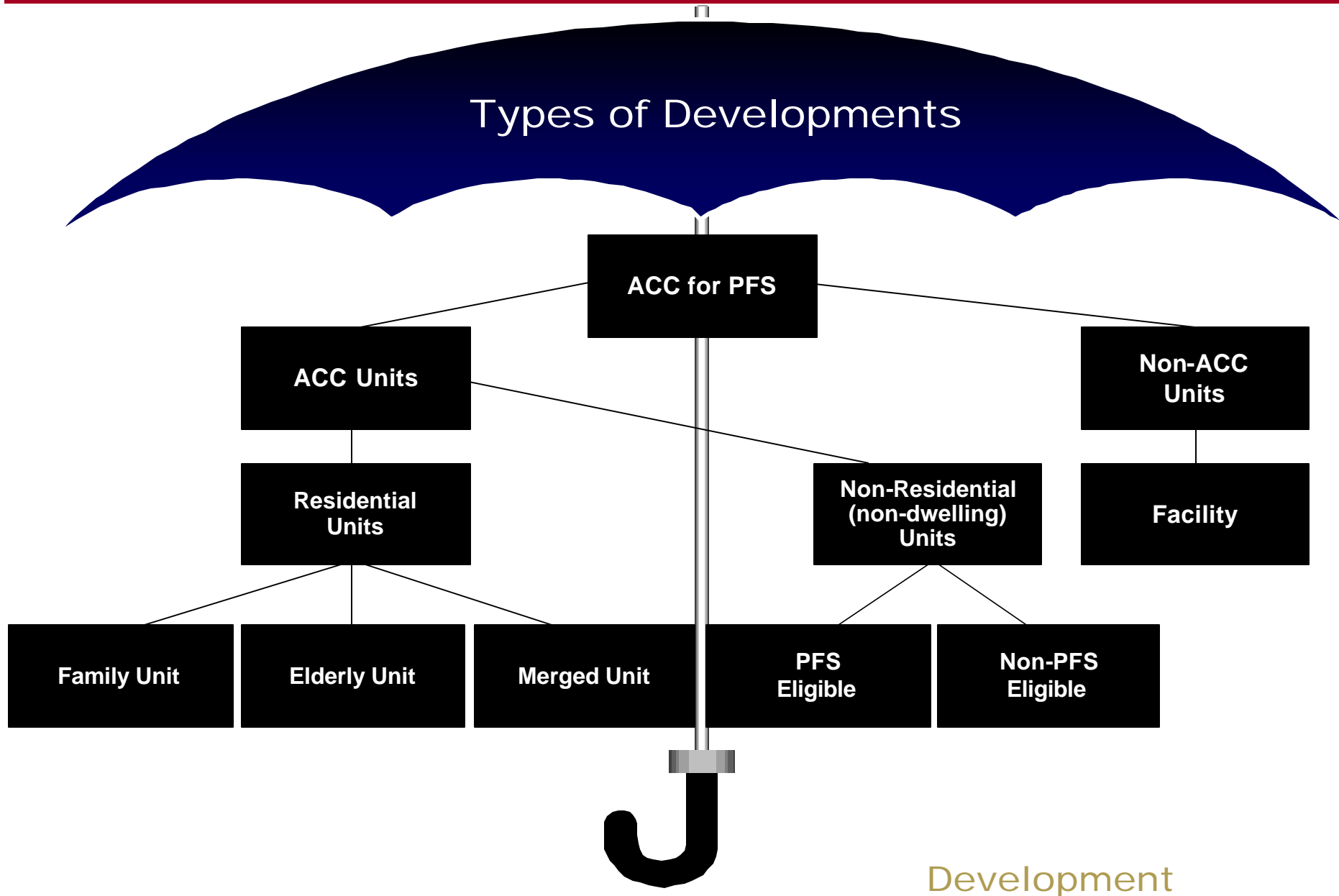
Unit Information: Add Unit Information

Unit	→	Unit List	→	Add Unit

1. From the **Unit List** page, click on the **Add Units** link. You will now be on the **Add Unit** page.

2. Enter information for the unit.

    Note: Asterisks indicate required fields for completion.

3. Click on the **Save** button. The unit will now be added.

Development

Unit	→	Unit List	→	Unit Details
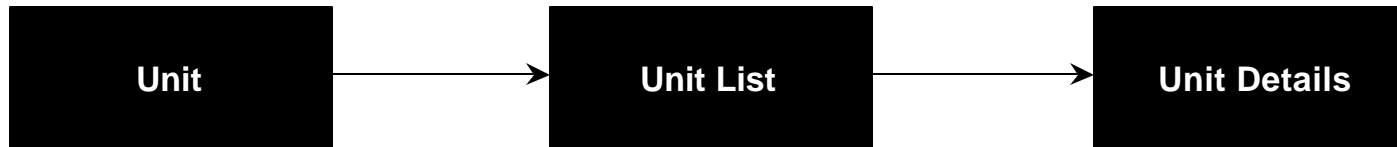
1. From the **Unit List** page, click on the specific **Unit No.** link that you want to modify. You will now be on the **Unit Details** page.

2. Make any necessary changes to the unit information.

3. Click on the **Save** button. The modified information will be saved and the unit information will be updated.
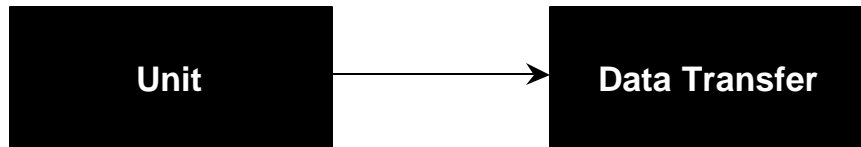
Development

Data Transfer: Download Unit Collection Template

```
┌──────────────┐          ┌──────────────┐
│     Unit     │ ───────▶ │ Data Transfer│
└──────────────┘          └──────────────┘
```
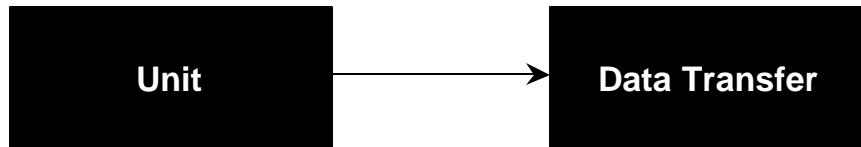
1. From the **Data Transfer** page, select *Select File Type* from the dropdown menu. For the file type that you want to download.

2. Follow the Windows instructions to save the file to a particular location.

3. The file will now be downloaded to that location.

Development

Data Transfer: Upload Unit Collection Template

```
┌──────────────────┐          ┌──────────────────┐
│                  │          │                  │
│       Unit       │────────▶ │  Data Transfer   │
│                  │          │                  │
└──────────────────┘          └──────────────────┘
```

1. On the **Data Transfer** page, select the file you want to upload by clicking on the **Browse** button.

2. Follow the Windows instructions to select the particular file you want to upload.

3. Click on the **Upload** button.

4. The file will now be uploaded to the system.

Development